

**QUARTERMASTER  
CORPS MANUAL**

**QMC 20-6**

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# **SPONSORS GUIDE**



**ARMY SERVICE FORCES  
OFFICE OF THE QUARTERMASTER GENERAL**

**JULY**

**1945**

ARMY SERVICE FORCES,  
OFFICE OF THE QUARTERMASTER GENERAL,  
WASHINGTON 25, D. C., 15 JULY 1945.

Quartermaster Corps Manual QMC 20-6 is published for the information and guidance of all concerned.

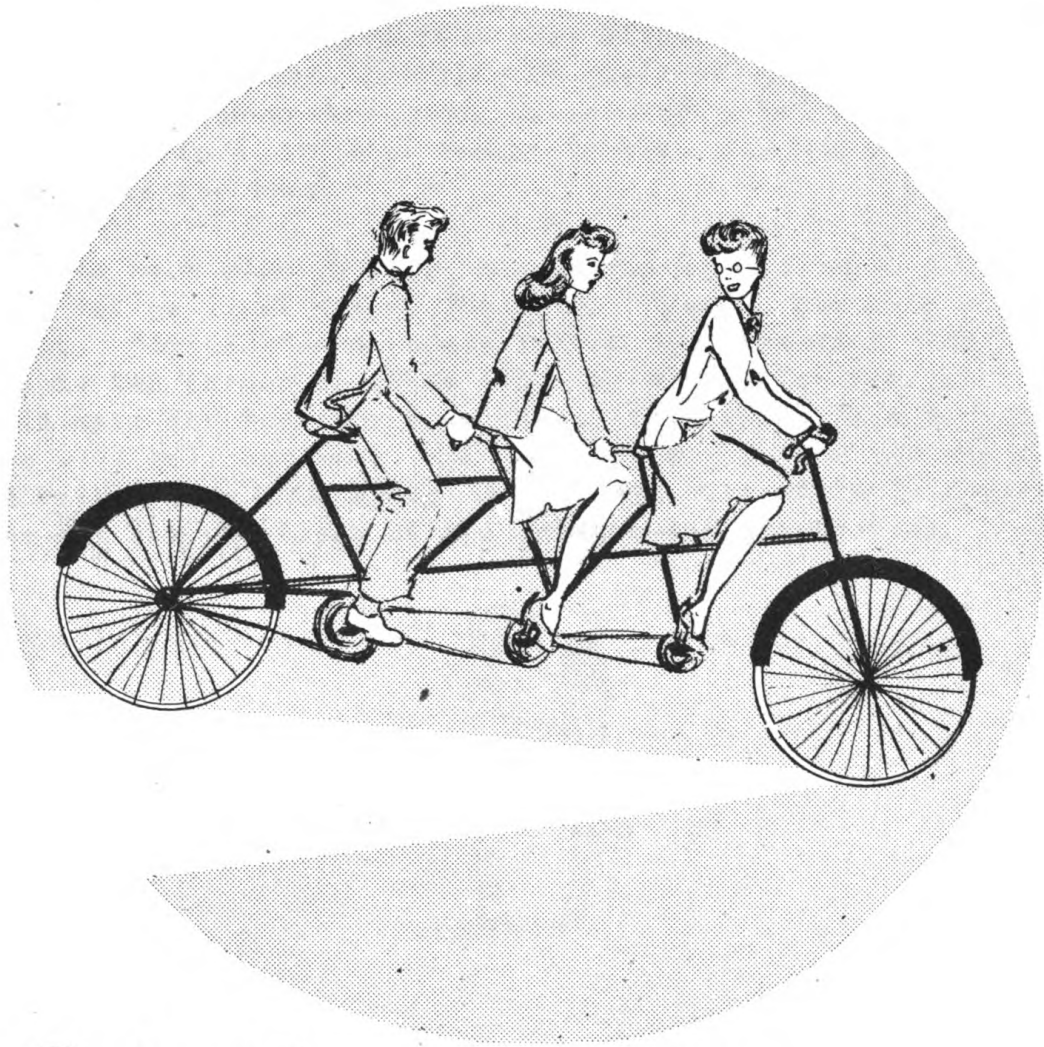
E. B. GREGORY,  
*Lieutenant General,*  
*The Quartermaster General.*

NUMBERING SYSTEM OF QUARTERMASTER CORPS MANUALS

The assignment of numbers to Quartermaster Corps Manuals is made in accordance with the following numbers assigned to divisions of the Office of The Quartermaster General:

Executive Office.....	QMC 11-
Fiscal Division.....	QMC 12-
Fuels and Lubricants Division.....	QMC 13-
General Administrative Services Division.....	QMC 14-
International Division.....	QMC 15-
Memorial Division.....	QMC 16-
Military Planning Division.....	QMC 17-
Military Training Division.....	QMC 18-
Organization Planning and Control Division.....	QMC 19-
Personnel Division.....	QMC 20-
Procurement Division.....	QMC 21-
Service Installations Division.....	QMC 22-
Storage and Distribution Division.....	QMC 23-
Subsistence Division.....	QMC 24-
Headquarters, Quartermaster Inspection Service.....	QMC 25-
Market Center System.....	QMC 26-

**YOUR JOB  
MY JOB  
OUR JOB**



## ***Job Sponsor Program***

**OFFICE OF THE  
QUARTERMASTER GENERAL**



Document  
Expected

# THE JOB SPONSOR PROGRAM

FEB 17 '49

General Gregory has brought to the attention of supervisors the problem of orienting employees on the job. In this connection, the following quotation is cited from his memorandum: "They (the new employees and the inter-division transfers) often feel they should receive more information concerning people with whom they work and about the work they are to do. It is realized that the supervisors are busy, but it is desired that they either personally see that the clerks reporting for duty in their office are introduced to their fellow-workers and acquainted with the work they are to perform or else designate some one in their office to do this for them."

To know clearly what is expected of you as a job sponsor, let us first define the term. "Job"-- the work you are doing. "Sponsor"-- a person behind the project. Thus you become the person to guide the new employee on the job. You will make her feel at home these first rough days here, and you will tell her about and instruct her in the job she will be doing. You are going to be her "big sister", a person she can ask questions of and in whom she can confide.







## FOREWORD

Today, and every day, several new employees have been hired in the OQMG. These people come from all sections of the country; they are representative of a wide variety of homes and backgrounds. For many, this job will be their first. Some of them will be very young. Others will be older. Many of them will be a bit timid and bewildered their first few weeks here. Some of them are far from home for the first time in their lives. Most of them will have someone very close to them in the uniform of his country. And most of them have come to Washington because they wanted to do something to bring their loved ones home sooner--by a day, an hour, or even a minute.

There will also be many inter-division transfers as the war progresses. Divisions will grow larger or smaller and changes will reflect personnel needed. These people who have worked in OQMG in another division may know little or nothing about YOUR division. They must know what is done in your office and how it is done before they can do a good job. You will not need to tell them much additional information about building facilities, etc., but they must be informed, and well informed, about the work of the division, branch, and section in which they will contribute their efforts.

We, as experienced employees, have a definite responsibility to these new people. It is up to us to make them feel needed and wanted as a part of our winning team. We know that they are needed. Everyone of them is needed very vitally here so that we, in the Quartermaster Corps, can keep on sending our 70,000 different items to G.I. Joe all over the world.



# GREETING THE NEW EMPLOYEE

This new employee has just been sent to your division. Her first few days here have been pretty rough. She has been tested and interviewed, she has filled out innumerable forms, she has had a thorough physical examination, and she has been sent to various offices all over the OQMG to complete her induction program. She has been through a basic training process. Now she has come to your division to which she has been assigned to work. Maybe this is one of the smaller divisions, or perhaps one of the larger ones. But whichever it is, it is still awe-inspiring to the new employee. There's no one there she knows. She's not at all sure just what her job is going to be. Here's where you, as her job sponsor, come into the picture. Your supervisor or the placement technician brings the new employee to you.



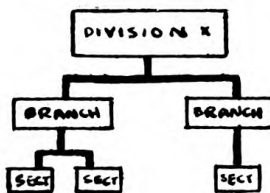


## WHAT YOU DO

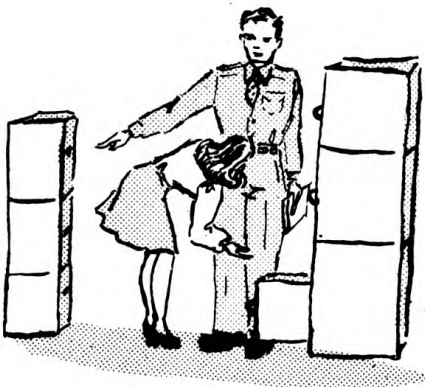
1. You greet the new employee.



2. Tell her the name of your division, branch, and section



3. Explain the work done in your division, branch, and section.



## HOW YOU DO IT

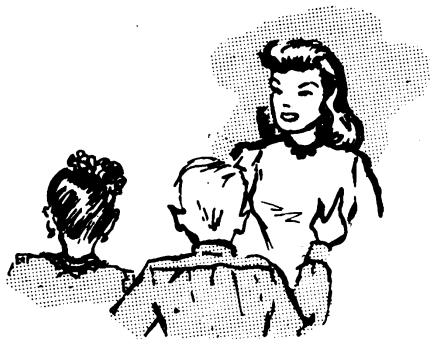
This is a cordial welcome, not effusive, but warmly sincere. Everything in your manner indicates that you are genuinely glad to meet her and to have her work with you.

Keep in mind that all this information may be confusing to the new employee. An organizational chart of your division would be helpful to use, and serve to impress her with the organizational relationships at this time.

Be sure that you allow the new employee to feel free to ask questions. Tell her the type of work she will be doing. If possible, tell her the specific job. And tell her, too, how her job fits into the total work of the division. Go slowly on this, remembering that all this is new information and of great interest to the newcomer. When you have made sure that the new employee understands this information, and has had her curiosity satisfied to this point, then you are ready to introduce her to her associates.

## WHAT YOU DO

4. Introduce her to the people she will be working with--tell her who they are.



5. Explain building facilities to the new employee.

a. Rest Rooms.

b. Cafeterias.



c. Post Office and Bank



## HOW YOU DO IT

Since she will be eager to know this, make sure that she hears their names clearly, and that her name is said distinctly. You might find it helpful to have a list of the peoples' names ready to give to the new employee. Explain the position each holds and how it functions in relation to the unit. Explain too, the degree of formality used--first name or last.

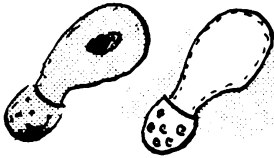
Tell and show the newcomer the location of these:

The new employee would certainly appreciate having you take her along with you to lunch, at least this first day. We all realize that it is not much fun to have to eat alone at any time, and especially not when you're entirely strange in your surroundings. If it is not possible for you to take her, arrange for someone in the section to do it for you. Be sure that the new employee is told how long we are allowed for lunch.

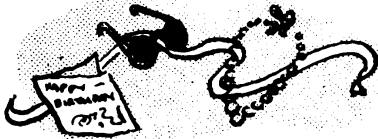
These are facilities that we all appreciate greatly. The new employee will be glad to learn of them also. Perhaps she will want to open a bank account, or send a money order.

## WHAT YOU DO

- d. Dry-Cleaning and Shoe Repair Shop.



- e. Gift Shop.



- f. Suggestion Boxes.

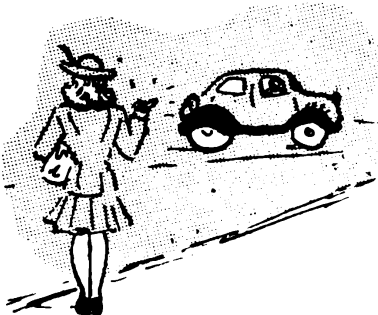


6. Miscellaneous items to be explained.

- a. Fire Alarm System.



- b. Transportation.



## HOW YOU DO IT

This also is an advantage. The new employee will welcome having these convenient facilities.

You might, if time permits, take her here and let her look around for a few minutes.

Explain their use, and emphasize that The Quartermaster General welcomes new ideas and suggestions that will improve our work or working conditions. Give her a suggestion blank and explain it thoroughly.

See that the new employee reads the fire regulations. Explain the procedure that is followed in your office in case of fire.

See that the new employee knows the procedure, and help her to obtain a ride.

Call the Provost Marshal's office and arrange with the Transportation Section of that office for a ride for the new employee as soon as possible. This will be greatly appreciated as a car pool is much more satisfactory than having to ride a crowded bus or streetcar to work.

## WHAT YOU DO

### c. Canteens.



## HOW YOU DO IT

Explain the rules in your section governing the use of these. Remember to explain that these are here for our convenience, and that misuse of them may result in their being discontinued.

7.. Make sure new employees know about these:

- a. Recreation Facilities.
- b. Hospitalization.
- c. Emergency Room.
- d. Passes--Property, Etc.
- e. Security Regulations.
- f. Sources of Information.



There may be other information that you will wish to add to this suggested list. You will know better than anyone else about any special information that may apply only to your division.

You will be the person best qualified to inform the job instructor concerning areas where the new employee is having difficulty in understanding. The new employee will confide in you and expect your support in getting answers to her questions. Many times she will be reluctant to ask questions herself because she may think that it will reflect on her. Let her know that we all learn our way around by asking questions and getting help from friends. Encourage her to ask questions, and make an honest effort to answer them or get answers for her from your supervisor or your associates.

YOU are the most important part of this plan. It could not function without YOU. By conscientiously following through on the points proposed, YOU are instrumental in adjusting the new employee to her new position. The OQMG will benefit immeasurably, and our new employees will be happier, better members of our corps.

### OQMG



70,000 QM Items to the fighting fronts

# MEMORANDA



SPONSOR'S TIME TABLE		GREET EMPLOYEE	TELL HER NAME OF YOUR DIV., BR., SEC.	INTRODUCE HER TO HER ASSO- CIATES	EXPLAIN THE WORK OF YOUR ORGANIZATION	EXPLAIN BUILDING FACILITIES	MISCELLANEOUS ITEMS						
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
Sequence of completing items. When it should be done.		The moment employee enters office	Within the first half hour	Within the first hour	Sometime during the first day	As soon as possi- ble after 1st day	As appro- priate during 1st week	Enter any additional items with which a new employee should be familiar					

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